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Security Information

Office Memorandum • UNITED STATES GOVERNMENT

**TO : All CIA Personnel**

DATE: 2 February 1953

FROM : Personnel Director

**SUBJECT: Prospective Clerical Personnel**

1. An acute shortage of clerical personnel exists within this Agency. A plan has been proposed which, with your co-operation, should do a great deal to relieve this situation.

2. The Personnel Procurement Division requests the names and addresses of friends and acquaintances in the "home town", or elsewhere, whom you feel would be well qualified for a clerical position. We are particularly interested in typists and stenographers. Openings for straight clerks are quite limited.

3. No advance commitments can be made as to the assignment of these individuals. They will be placed in accordance with their qualifications and the Agency's needs.

4. On the below memorandum would you please submit as many possible names as you can. We will not use your name as a source for these referrals. These potential candidates will be contacted by letter or by our field representatives.

5. Your co-operation in this very important matter is greatly appreciated.

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(NOTE: Please detach and forward this completed portion) DATE: \_\_\_\_\_

TO : Chief, Clerical Recruitment Branch, Personnel Procurement Division  
Room 104, 2210 E Street, N. W.

FROM : \_\_\_\_\_

Name	Office
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**SUBJECT: Prospective Clerical Personnel**

1. \_\_\_\_\_  
Name (please print)

Address

2 \_\_\_\_\_  
Name

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**Address**

3. \_\_\_\_\_  
Name

Address

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### Telephone Extension